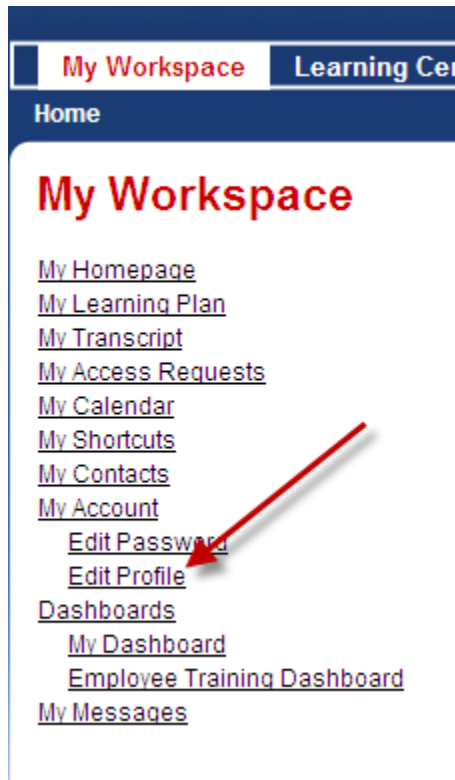# Knowledge Center Operational Group (KCOG) Tips

Updating Profiles

Background: It is essential for profiles to reflect accurate data for extraction and reporting to work correctly.

Step 1: Click on My Workspace, and then Edit Profile

Step 2: This will give you the capability of editing all the tabs about yourself.